



## UNIVERSITY OF CALIFORNIA OBSERVATORIES DEPUTY DIRECTOR

**Review of applications will begin on March 1, 2016**

The [University of California Observatories](#) (UCO) is seeking a Deputy Director to serve on its senior management team. UCO's mission is to provide UC astronomers with continuing access to forefront optical and infrared observatories, to design and build advanced instrumentation for the Lick, Keck, and TMT Telescopes, and to provide an organization that can coordinate astronomy groups throughout the UC system in support of their ground-based observatories. UCO is a multi-campus astronomical research unit, with headquarters on the UC Santa Cruz campus. UCO operates the Lick Observatory on Mount Hamilton, CA, and the technical laboratories at UC Santa Cruz and UCLA. UCO is a managing partner of the W. M. Keck Observatory in Hawaii, and the focal point for UC participation in the Thirty-Meter Telescope (TMT) project. The Deputy Director will have the opportunity to work with a multidisciplinary, talented, and diverse staff to help transition UCO into the era of Extremely Large Telescopes and to help define the future of ground-based optical and infrared astronomy.

The Deputy Director will report to the Director of UCO. It is estimated that the administrative and managerial duties of Deputy Director will consume approximately 75% of the incumbent's total effort, with the rest available for research or other professional activities. The incumbent is eligible to apply for time on UCO-affiliated telescopes, to advise graduate students in collaboration with a UC faculty member, and will have the authority to prepare and apply for external grants as Principal Investigator.

We seek a candidate who is self-motivated and able to perform with minimal direction. The candidate must have excellent interpersonal, communication (both oral and written), presentation, and negotiation skills in order to lead and motivate a team with varied technical specialties, and foster effective cooperation. UCSC strives to embrace diversity in all its forms, and to be an inclusive community that fosters an open, enlightened & productive environment.

### **JOB DUTIES** (partial):

- Works closely with the UCO Director in the planning and implementation of major scientific projects, services, facilities, and activities.
- Collaborates with senior technical management team to plan technical requirements, capabilities, and advancement opportunities; makes substantive contributions in diverse technical research areas.
- Interfaces closely with UC's astronomical user community. Works with UC's astronomy community to identify, develop, obtain funding for, and commission new research instrumentation projects and astronomical capabilities.
- Contributes to published articles, presentations, or scientific papers; identifies research and development funding opportunities.
- Supervises staff and resources to meet program objectives.
- Works with the UCO management team to ensure state-of-the art technical capabilities and facilities for UCO.
- Provides leadership, guidance, and organization for Time Allocation Committees in the allocation of UC observing time at the Keck and Lick Observatories.
- Works with the Director and Assistant Director in the overall management of UCO operations.
- Works with Assistant Director on financial planning and high-level management of operating funds, contracts, and grants.
- Provides broad management direction and oversight to the Lick Observatory Superintendent.
- Oversees UCO's communications needs. Supervises the UCO Communications Specialist's work in the preparation of the Annual Report and other documents, oversight of UCO's social media presence, and written marketing materials for Lick Observatory.
- Assists the Director with oral presentations to groups such as the UC Observatories Advisory Committee, the Keck Science Steering Committee, the Lick Observatory Council, and the National Science Foundation (NSF).

**RANK:** Academic Coordinator (75%)/Research Astronomer (25%)

**BASIC QUALIFICATIONS:** Ph.D. or equivalent foreign degree in Astronomy, Astrophysics, or a related field; minimum of 5 years of management experience in an observatory, national laboratory, or industrial research laboratory environment; experience working with, and/or leading, a senior management team; experience managing teams consisting of astronomers, engineers, and administrative staff.

**PREFERRED QUALIFICATIONS:** Record of significant research in astronomy and astrophysics; demonstrated leadership working in a complex and evolving environment; clear understanding of the global astronomical research environment.

**IMPORTANT:** The application materials and letters of reference are expected to specifically address the requirements and qualifications enumerated in this document.

**POSITION AVAILABLE:** April 1, 2016, or as soon as possible after closing date.

**SALARY:** Commensurate with qualifications and experience.

**TERM OF APPOINTMENT:** Initial appointment will be for three years with anticipated reappointment. Should the hiring unit propose reappointment, a review to assess performance will be conducted.

**TO APPLY:** Applications are accepted via the UCSC Academic Recruit online system, and must include: an application letter with a statement of interest and qualifications, including a summary of scientific management and administrative experience, research experience, and a discussion of how the applicant fits the specific criteria noted above. Submit a current CV and publication list, a PDF document containing web links to three of your publications most relevant to this position and please request 3 letters of reference\* describing your qualifications for the position with reference to the specific qualifications listed in this document. All documents/materials must be submitted as PDF files.

Apply at <https://recruit.ucsc.edu/apply/JPF00335>

Refer to Position #**JPF00335-16T** in all correspondence.

\*All letters will be treated as confidential per University of California policy and California state law. For any reference letter provided via a third party (i.e., dossier service, career center), please read UCSC's confidentiality statement at <http://apo.ucsc.edu/confstm.htm>.

**CLOSING DATE:** Review of applications will begin on March 1, 2016. For full consideration, applications should be complete by this date. It is desirable that letters of reference be received by this date as well. Position will remain open until filled.

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The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees. Inquiries regarding the University's equal employment opportunity policies may be directed to: Office for Diversity, Equity, and Inclusion at the University of California, Santa Cruz, CA 95064; (831) 459-2686.

Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986. Certain UCSC positions funded by federal contracts or sub-contracts require the selected candidate to pass an E-Verify check. More information is available [here](#) or from the Academic Personnel Office (APO) at (831) 459-4300.

UCSC is a [smoke & tobacco-free campus](#).

If you need accommodation due to a disability, please contact the Academic Personnel Office at [apo@ucsc.edu](mailto:apo@ucsc.edu) (831) 459-4300.

VISIT THE APO WEB SITE AT: <http://apo.ucsc.edu>

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